Welcome to the
Virginia Employment Commission

VEC Knowledge Center

Employee Knowledge Center Tutorial

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What Is The Knowledge Center?

At its core, this Learning Management System, referred to as the Knowledge Center is a web-based program that delivers up-to-date training directly from employee's desktops and, from home with any web browser. This important training tool manages the administration of classroom and on-line training which ultimately improves the delivery of training to all agency employees.

More specifically, this system provides employees with the ability to manage their own training. A user can choose from a courseware catalog of on-line and classroom based courses, register for those of interest, automatically request supervisory permission to take the course, and, if an on-line course, complete the course all from his/her workstation.

In addition, employees can access their personal training transcript through the Personal Knowledge Center. The Personal KC lists all training activities that a user started and completed through the site, as well as, historical records. Using the Added Learning Events module the employee can also add training activities such as conferences and workshops that they have registered for outside of the Knowledge Center.

Within the system the user can access resource manuals, publications, and web links related to professional development and workplace knowledge.

Supervisors and managers have the ability to identify staff training opportunities, develop training plans, and monitor employee's participation and measure staff training accomplishments.

It is important to note that each agency domain will have a different look and feel. Functionality and operational standards within the system will be based on agency needs. At this time the VEC will have limited buildings available.

Site Access

## Access The Knowledge Center From Internet Explorer

The Knowledge Center (KC), a web based application, is accessed by entering the web address (https://covkc.virginia.gov/vec in the address field at the top of the web page. Please be sure to enter **https** at the beginning of the address to designate a secured site. Once you have entered the web site address press "GO" and your agency home page will appear.

Open your internet browser *(ex. Internet Explorer)*
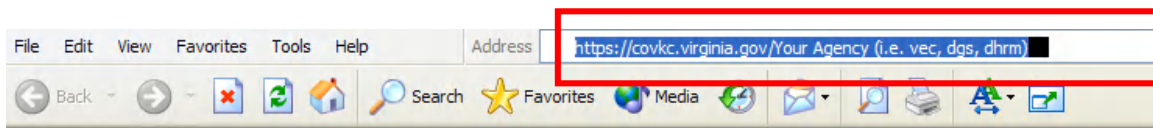
Tour

The Tour provides a brief overview of the Knowledge Center buildings. To access the Tour function click on Tour icon located in the blue menu bar of the login page. Use the previous and next links at the bottom of each page to navigate through the tour.
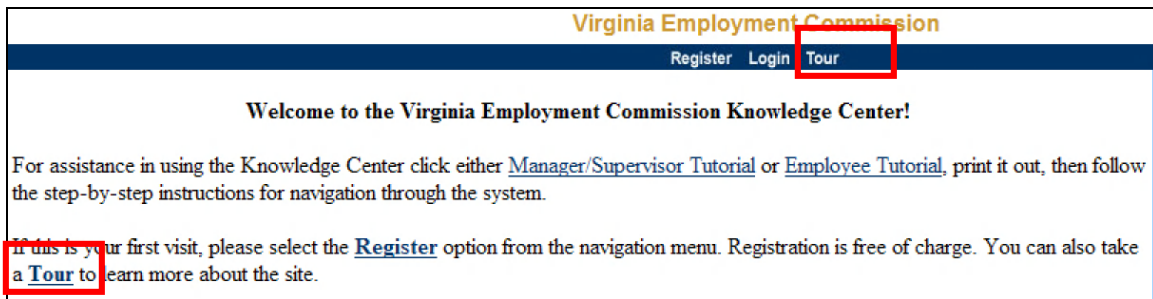
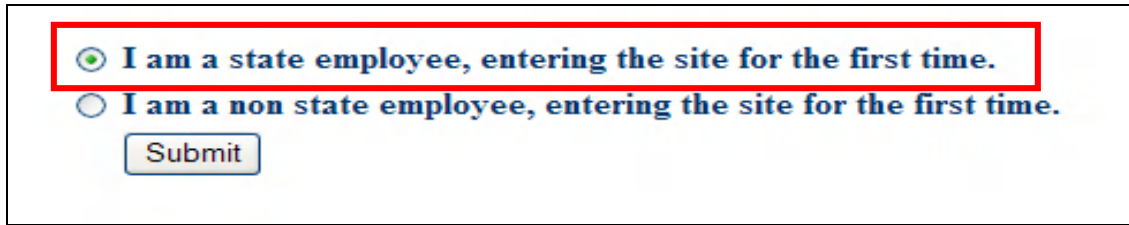## Registration

<u>State User Registration</u>

Step 1: To enter the Knowledge Center, you must first register as a user.

Step 2: Click Register in the blue navigation menu or in the text message below.

Step 3: Click on I am a state employee, entering the site for the first time and then, **submit.**

> ⦿ I am a state employee, entering the site for the first time.
> ◯ I am a non state employee, entering the site for the first time.
>
> [Submit]

Step 4: Type you're first & last name, and date of birth.

*Use your "official" name as noted in PMIS – Do not use nicknames (BOB, SUE, Etc.).

*Use your correct Date of Birth (this system is a secured site.) and enter as noted (05/01/1955).

Step 5: Select Yes or No for wage designation.

Step 6: Select the Virginia Employment Commission from the drop down menu.

Step 7: Click submit.

Step 8: Review the information that has been provided by the Personnel Management System, then **click submit.**

Please verify the following information is correct. If you feel there is an error, please contact your Human Resources Department.

If you do not want to proceed, click the Register, Login or Tour buttons or select **Cancel**. Please note, you will not complete the registration or be able to login until the registration process is complete.

Position ID Number :
Social Security Number :
Employee ID Number :
Last Name :
First Name :
Middle Initial :
Name Suffix :
Email Address :
EEO Code :
Gender :
Race :
Position Level :
LMS Role :
Role Code :
Role Title :
Working Title :
Registrant Classification :
Manager's Name :
Manager's Email :
Cost Code 1 :
Cost Code 2 :
Cost Code 3 :

CONFIDENTIAL INFOMATION:

This information has been downloaded from the State's Personnel Management Information system. If you find incorrect information please contact your Knowledge Center Administrator.

You will find an optional field at the bottom of this page. You can use this field to enter any qualtifications, skills, knowledge or abilities that you would like to be associated with your user profiile

Step 9: To complete your registration, you will need to create your personal login id and password. Your login id must be at least four characters. Your password must be a minimum of 6 characters. Be sure to follow the password requirements provided on the Registration screen shown below.

Note: Write down the information and secure it in a safe location for future reference to prevent a delay in accessing the Knowledge Center.

Click submit.

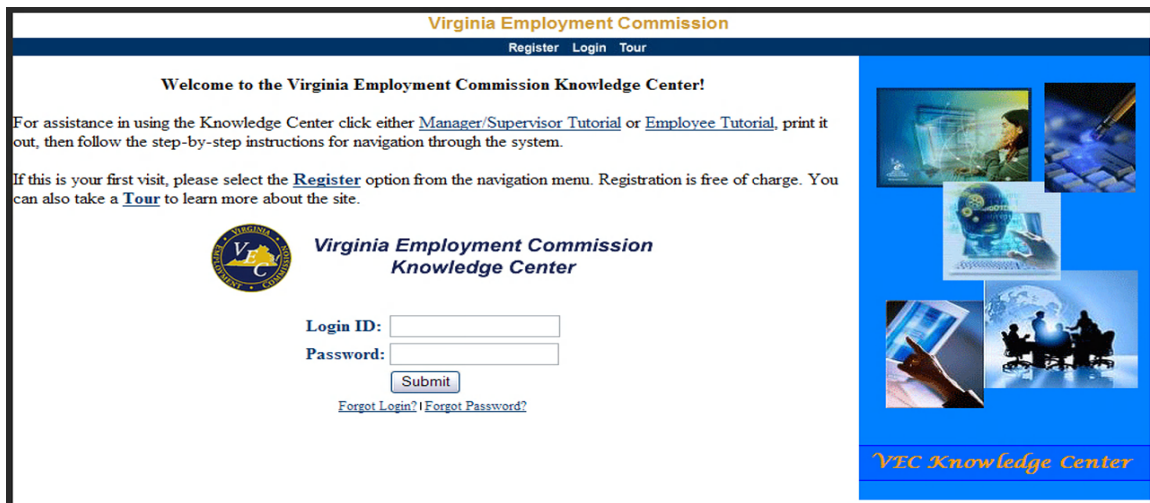**Step 10: Congratulations!** You have completed the registration! You may now enter your login id & password.

Note: If you forget your login or password simply click on the appropriate text found below the Submit box. You will receive a response via e-mail. For more information see page 19

Click submit.

Step 11: Select the Virginia Employment Commission domain.

Click submit.

Non State Registration

Step 1: **Follow** the instructions on pages 5 & 6.

Step 2: **Click** on Register on the login page.

Step 3: **Select** the domain with which you wish to register then, **click submit.**

Step 4: **Select** I am a non state employee, entering the site for the first time, and **click submit.**

Step 5: The Personal Information page will appear. Please complete all mandatory fields, then **click submit.** At the bottom of the page you will find the Qualifications optional field. You can use this field to enter any qualifications, skills, knowledge or abilities that you would like to be associated with your user profile.

* First Name:	John
Middle Initial:	A
* Last Name:	Doe
* Email Address:	johndoe@noemail.net
* Registrant Classification:	Public
* Company Name:	Doe & Sons
* Organization:	Virginia Employment Commission

182|182|-NA-|-NA-   Search

☑ *Send me updates and notification of content changes at this email address.*

*Gender:	⊙ Male ○ Female
Address 1:	123 No Street
Address 2:	
City:	City
State:	Virginia
Province/Other:	
Zip:	22222
Country:	United States
Phone:	555-555-5555
Fax:	555-111-1111
Manager's Email:	

Please use the following area to highlight your area of expertise and professional items of interest. This certifications, as well as a brief biography.

Qualifications:	Plumber█

☑ *Make this information available to others in the PeerNet.*

Submit   Reset

11

Step 6: Upon submission the message below appears. Once approved you will receive another e-mail giving you a temporary login id and password.

> **Your registration request has been submitted to an Administrator for approval. You will be notified via an email if your registration was approved or denied.**

Step 7: After you have successfully completed the registration, the system will generate a email to the Knowledge Center Administrator who will approve or deny your registration.

> Your request to register for the Virginia Employment Commission has been approved.
>
> Thank you, Mary, for registering with the Virginia Employment Commission. We hope you visit often and find a wide variety of training and developmental opportunities designed to promote your professional and personal growth.
>
> Please use the following information to login to the Knowledge Center:
> Login ID: DOEXM001
> Password: DOEXM001

Step 8: When you receive the approval email please return to the Knowledge Center and login with the information provided.

Home Page Navigation

Welcome to the HOME page! As you can see, the Knowledge Center resembles a college campus with multiple buildings. We will walk you through some of the features…….

Gold Menu Bar: Shortcuts to Info, Home, Index, Help, IDP (Individual Development Plan), Glossary, Feedback, Notepad, Research and Log Out.

Select a Function Bar: Allows you to search all site functions that are available.

Shortcuts to:
Administration, Learning Ctr., Library, & Team Ctr.,

View:
Announcements, Your Personal KC, and new features.

Top 10:
Top 10 Searches.

Note: Your name and KC ID will appear at the bottom of the pane

Center Map: Identifies all the campus buildings. Note: Only the Administration, Learning Center, Library and Team Center are opened at this time. Other buildings will be developed as needed.

Note: Only those functions that are currently available to you will be visible in the blue panel on the left and along the bottom of the campus site.

Top Toolbar

The top toolbar contains graphic links to functions that are frequently used. No matter where you are in the site, the toolbar and these functions are available. To access any of the functions move your cursor over the selected icon and **click**

Info Home Index Help	Log Out	Select a function ⌄ GO
IDP Glossary Feedback Notepad Research		

Select A Function

The drop down list enables you to jump directly to a function without having to go through the building interface. **Click** the down arrow to open the box, then select the desired function

Info

The Info icon displays and information page about the administrators of the site, including contact information.

Home

Clicking the Home icon displays the Campus Map.

Index

Clicking the Index icon displays the site alphabetically by building, then function.

Glossary

This icon displays a searchable list of terms that are associated with the site and/or with the online courses. Users can search key terms and industry vocabulary for standard definitions and descriptions.

IDP

The IDP icon displays your Individual Development Plan. The IDP provides you with a roadmap for skill acquisition and also serves as documentation of skills acquired through the course taken.

Feedback

The Feedback icon displays a form that enables you to send an e-mail to a site administrator from any location within the site. Your location in the site will be included in the subject of the e-mail. Simply type your suggestion or comment in the message field and **click Send**.

Notepad

Clicking the Notepad displays an online tool that allows you to add, edit, delete, and read notes from anywhere in the site. Existing notes are automatically displayed when you access Notepad. The order of the notes can be sorted by date, and name sorted by subject line alphabetically. When a new note is added to the learner's notepad, the site location and current date are saved as part of the note, allowing you to quickly return to that location.

Side Toolbar

The blue pane located on the left side of the screen is available from anywhere in the site. It contains links to all the buildings, displays announcements, Personal KC, list of site surveys, and new content. In addition, the sidebar offers Top Ten contributors, resources and searches.
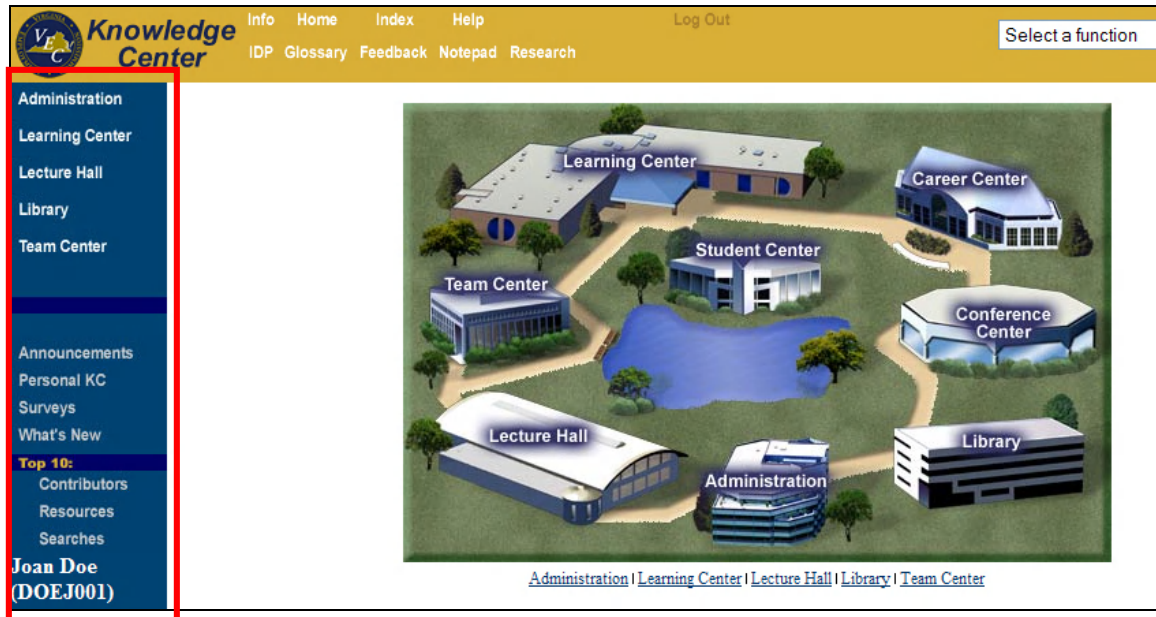
Note: Only those functions that are currently available to you will be visible in the blue panel on the left and along the bottom of the campus site.

Announcements

Announcements are current bulletins or important communications intended for all users. Content and Site Administrators add announcements to the site as a means on making information available to all users of the site at once.

To view Announcements perform the following steps:

Step 1: Click the Announcement. A list of announcements including the title, date, and time posted, will appear.

Step 2: If the title is a link, **click** the title to display additional information.

Personal KC

The Personal KC page is a single point to access to personal training and development information. This page includes links to your Individual Development Plan (IDP), My Portfolio, User Interface, Personal Learning Plan, Shortcuts, Search History, Peers and Course Bookmarks.

Welcome Joan Doe			
PERSONAL KC			
Individual Development Plan	My Portfolio	User Interface	Course Bookmarks
Personal Learning Plan	Shortcuts	Search History	My Peers

Mandatory Training			
Status	**Course (required by)**	**Type**	**Section Date / Information**
You are not currently required to take any courses			

LO / SCORM Courses		
Status	**Course**	**Start Date**
Started	Adobe Acrobat 6.0 Fundamentals	01/19/2006
Started	Cyber Security Awareness Training	01/29/2008

User Interface

There are three options for a home page view that the user can select. The default user interface is the campus map. Users can also choose to view a text based interface (folders) or they can select the view of the Personal KC.

Step 1: Click on the Personal KC located in the blue pane on the right.

Step 2: Select User Interface.

Step 3: Click on your choice, then **submit.**

Graphical Interface   Text Based Interface

Personal KC Interface

Shortcuts

The Shortcuts tab displays user-added links known as shortcuts. Shortcuts can be any content element of the site for which you have chosen to create a shortcut link on your Personal KC page. You can sort, view, add, and remove content elements from your Personal Content.

Search History

Search History displays a listing of your five most recent searches. The listing displays the function you were in when you conducted the search, the keyword and search type, as well as the topic and category used in your search criteria. The display also lists the number of items returned from the search query. Clicking View Results brings you to that function and displays the results as if you had just run the query.

Welcome Joan Doe

PERSONAL KC

Individual Development Plan	Transcript	User Interface	Course Bookmarks
Personal Learning Plan	Shortcuts	Search History	My Peers

4 records found.

1. **Function:** Course Catalog
   Keywords: Terrorism
   Search Type: All Words
   Date: 05/23/2007
   Topic: All
   Category: No Category
   Results: 2 View Results

2. **Function:** Course Catalog
   Keywords: va
   Search Type: All Words
   Date: 05/23/2007
   Topic: All
   Category: No Category
   Results: 16 View Results

3. **Function:** Course Catalog
   Keywords: v
   Search Type: All Words
   Date: 05/14/2007
   Topic: All
   Category: No Category
   Results: 51 View Results

4. **Function:** Course Catalog
   Keywords: Virginia terrorism
   Search Type: All Words
   Date: 09/20/2006
   Topic: All
   Category: No Category
   Results: 2 View Results

My Peers

This shortcut link lists the users in the site that you have chosen as Peers. This helps you locate information about people in your site in a specific discipline, field of study, or Community of Practice. A COP is a group of users that share a common vital interest and have committed to working together to build a collective knowledge base around that interest. You can add users to the site by searching in PeerNet (located in the Coffee Shop).

My Portfolio

Student Transcript is a shortcut link to your training record, which lists courses you have assessed and completed within the KC.
See the section titled My Portfolio on pages 26-30 for complete instructions for your Student Transcript.

Welcome Joan Doe

PERSONAL KC

Individual Development Plan	My Portfolio	User Interface	Course Bookmarks
Personal Learning Plan	Shortcuts	Search History	My Peers

Mandatory Training

Status	Course (required by)		Type	Section Date / Information
You are not currently required to take any courses				

LO / SCORM Courses

Status	Course	Start Date
Started	Adobe Acrobat 6.0 Fundamentals	01/19/2006
Started	Cyber Security Awareness Training	01/29/2008

Personal Learning Plan	Shortcuts	Search History	My Peers
Individual Development Plan	**My Portfolio**	User Interface	Course Bookmarks

User Profile

Development Record

Resume

IDP

- Current IDP

- Development History Report

ADMINISTRATION
Student Transcript

Return to Student Records

Click the info or details link to view additional information about a course in a new window.

Student Transcript
For: Joan Doe   As of: February 10, 2009
C: Classroom Courses   O: Online Courses

Print

Courses Only   Course & Lessons

Type	Title	Start Date	Completion Date	Pretest Score	Final Score	Status	Performance	Credit Hours	Contact Hours	History
O	Virginia Terrorism Awareness info l certificate	09/20/2006	05/15/2007			Pass	Details		1	
O	Cyber Security Awareness Training info	01/29/2008					Details		2	
O	Adobe Acrobat 6.0 Fundamentals info	01/19/2006					Details			

User-Added Learning Events

Event	Completed	Score	Pass/Fail	Method	CEUs	Certification	Skills	History
Windows 98	6/6/2006		Pass	Self Study		Yes	Mail order self study	
IAWP Conference	3/3/2003		Pass	Conference		No	IAWP Conference, Grundy, VA	
Performance Management Seminar	1/1/2001		Pass	Professional Training		No	Performance Management course presented by Iwin, Inc of Columbus, OH	

Surveys

Surveys are site-wide questionnaires to gather information and feedback from users about a wide variety of issues. From the list of Surveys, click the information icon for details or click the title to view the content in a new window.

What's New

What's New displays content that has been added since the last time you logged into the site.   From the list, click the info link to see information about the content.   Click the view link to open the content in a new window.

Since Last Login
5 records found.

1. Mandatory Trainings []   Info l N/A
   Added 06/22/2007, by SORAYA E. GIMENEZ-QUEROL

2. Curriculum Test 1 []   Info l N/A
   Added 06/20/2007, by SUSAN H. BURNS

3. Curriculum Test - Belchior June 2007 []   Info l N/A
   Added 06/20/2007, by Belchior Mira (user for testing)

4. Introduction to AWARE basic computer skills prerequisites. []   Info l N/A
   Added 06/16/2007, by EDWARD L. CAMPBELL

5. V5.1.2 Adaptations [Demonstrations]   Info l View
   Added 06/16/2007, by EDWARD L. CAMPBELL

Top Ten

Contributors: Displays the ten users that have added the most content to the site.

Resources: Displays the ten most common content items that have been accessed in the site by all users.

Searches: Displays the ten most common searches performed in the site by all users.

Administration

The Administration Building is the location for administrative training functions. It provides access to student records, transcripts, faculty rosters and training facility maps. You can update your personal information in the site and access your training records.

The Knowledge Center offers multiple navigation shortcuts. The red boxes will guide you to three Student Records shortcut choices.

Choose one of 3 ways to enter.
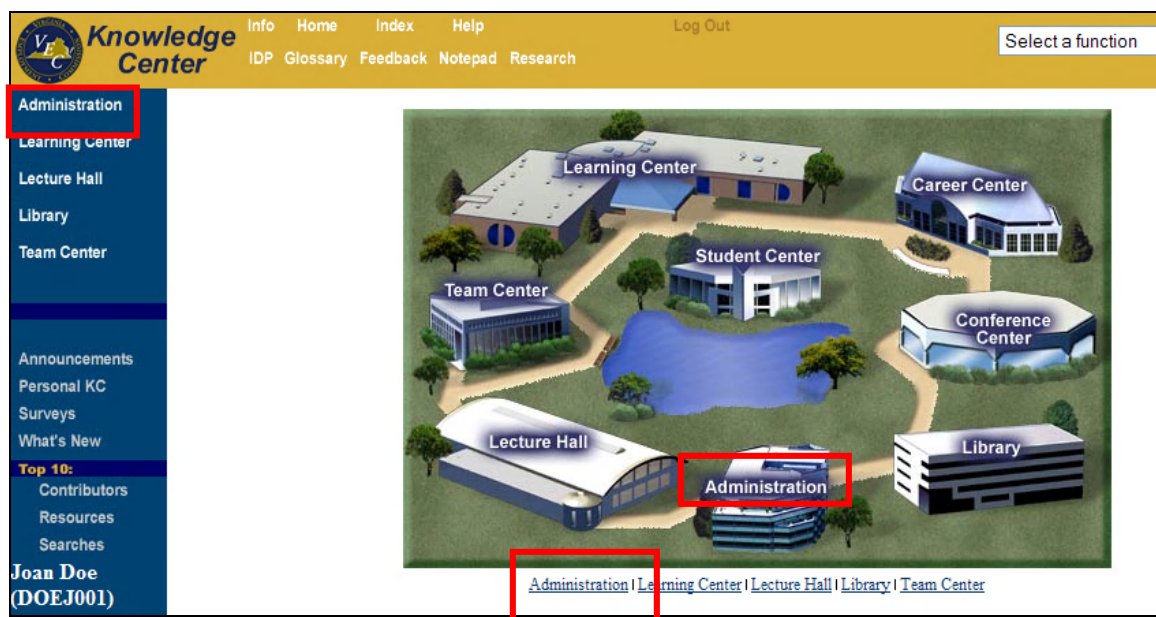
The main office of the Administration Building offers access to Student Records, User Directory and the Faculty Lounge, Facilities and Reports Console.

Student Records

Let's begin by taking a look at Student Records! Once again, the Knowledge Center offers multiple navigation shortcuts.

Click Student Records (Choose 1 of the 3 navigation shortcuts).
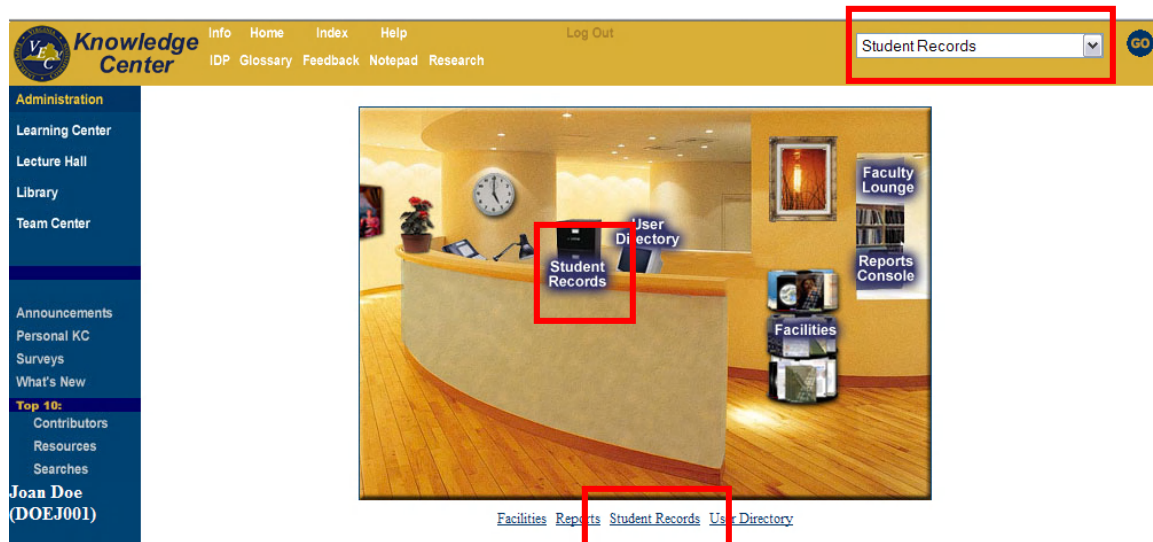
Student Records is a user's access to their personnel and training information. From here, a user can update their profile, review their training record (transcript), add additional learning events to their transcript, change their site login or password, and change their organization. Managers and administrators with authorization have access to course and site reports and user training records for their immediate staff.

Change Login/Change Password

Step 1: Click on the desired icon. You will be prompted to enter your current login id or password then enter the new login/password.

Step 2: Click submit and your data will be saved in the Knowledge Center.

Note: Remember to use your "New" login id/password the next time you log in to the Knowledge Center.

Note: It is important to jot down the login id and password and keep in a secured location for future reference.

Learning Events

Learning Events allows you to add training accomplishments, conferences, and seminars completed outside the site to your Personal KC. These can include seminars, talks, college courses, books, and other forms of learning

Click: Learning Events and follow the directions.

Fill in the form – Score if needed to pass, CEU for continuing education units, and Certification if enrolled in a formal curriculum.

Update Profile

From the **Update Profile** screen a user can update his/her personal data, including address, phone number, email address, manager's email address, and title.

> *State Employees* can view their personal profile from this screen but cannot make any changes. Please verify that the information is correct. If you feel that there is an error, contact your Domain Administrator for corrections.
>
> *Non state employees* have the ability to make changes to their existing information. Make the necessary changes, then click Submit. To restore the original information in all fields, click Reset. To exit without changing any information, click Cancel.

Student Transcript

The **Student Transcript** is a complete list of all training activities that a user has started and/or completed through the site, as well as outside training activities added to their record through Learning Events.

To access your Student Transcript through the Administration Building, simply **click** on the Personal KC (Personal Knowledge Center) icon in the left pane of the screen and **select** My Portfolio in the gold bar at the top.
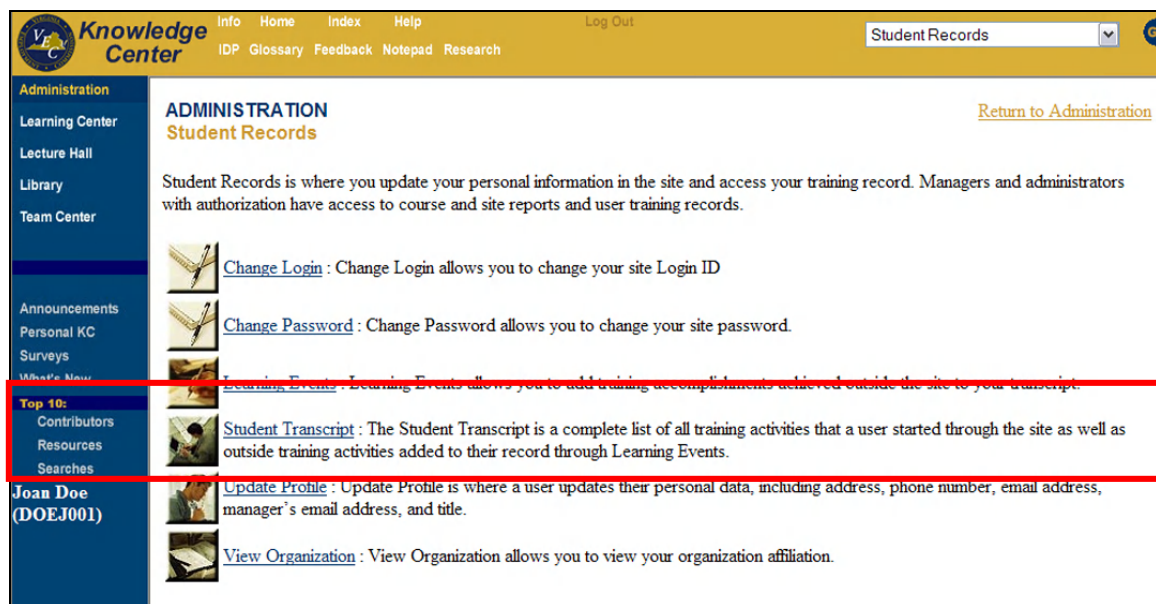
To view and print your Student Transcript, perform the following steps:

Step 1: Click on Administration in the left pane.

Step 2: Select Student Records.

Step 3: View Student Transcript.

Step 4: Click Courses Only to display only courses in your transcript, or **Click** Course & Lessons to display your complete transcript.

Step 5: Click in the frame that contains your transcript.

Step 6: Right click the mouse and Select the print option.
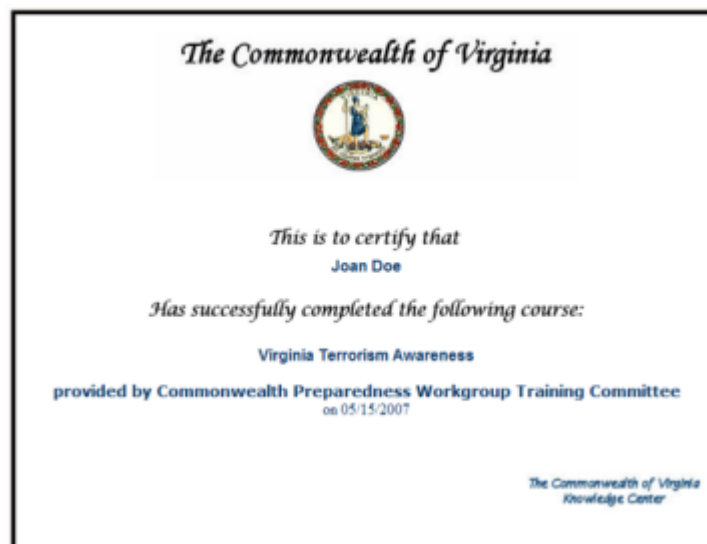

To view and print Course Certificates perform the following steps:

Step 1: Click on Certificate in the Title column.

Step 2: Place your mouse pointer in the middle of the document, **right click** and select **print.**

Step 3: To change the paper orientation to Landscape open Printer Settings or Preferences, **select** Landscape, **click OK.**

Step 4: Click Print Tab.

Transcript Details: Click on the **Details** column within the transcript to review the progress, time taken and grades for both complete and non-complete courses as noted below.

Student Transcript

For: Joan Doe   As of: February 10, 2009
C: Classroom Courses   O: Online Courses

Courses Only   Course & Lessons

Type	Title	Start Date	Completion Date	Pretest Score	Final Score	Status	Performance	Credit Hours	Contact Hours	History
O	Virginia Terrorism Awareness info I certificate	09/20/2006	05/15/2007			Pass	Details		1	
O	Cyber Security Awareness Training info	01/29/2008					Details		2	
O	Adobe Acrobat 6.0 Fundamentals info	01/19/2006					Details			

Course Transcript

Course: Virginia Terrorism Awareness
For: Joan Doe

Terrorism Awareness Handbook completed

Section A - Introduction completed   score: 100

Section B - Terrorism completed   score: 100

Section C - Explosive Threats and Incidents completed   score: 100

Section D - Chemical, Biological, Radiological/Nuclear Threats (CBRN) completed   score: 100

Section E - Cyberterrorism, Identity Theft and Social Engineering completed   score: 100

Section F - Crime Prevention completed   score: 100

Section G - Summary completed   score: 100

Check My Transcript completed

User Directory

Click on **Administration** in the blue pane and enter the **User Directory** area.

This directory holds a list of all users registered with the Knowledge Center who have chosen to make their contact information available to other users. Once again, note the different ways to navigate in the system.

Click: User Directory (Choose 1 of the 3 navigation shortcuts).
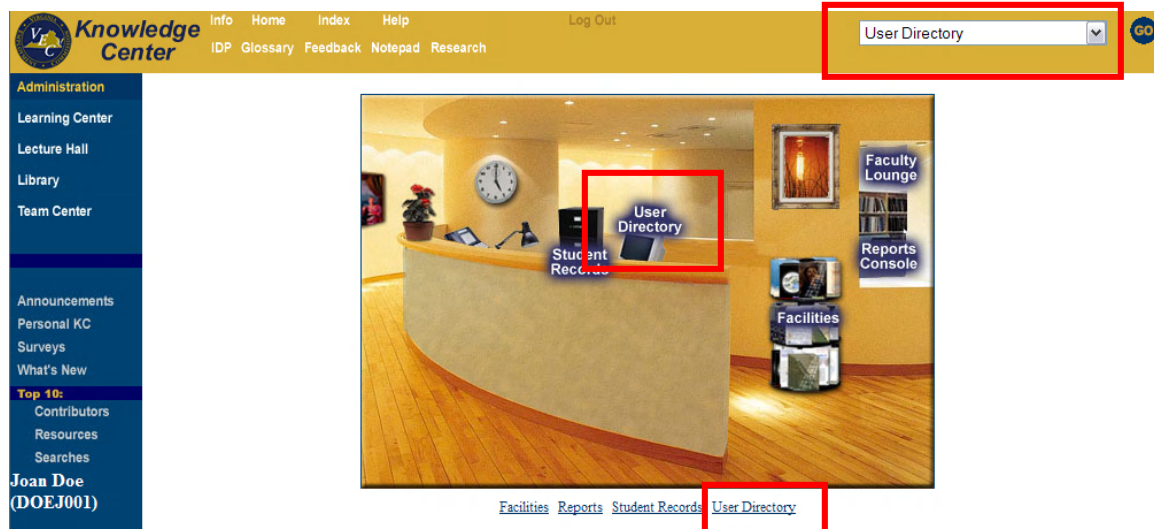
To search for another Knowledge Center user:

Step 1: Type the first initial or complete Last Name of the user in the upper right hand corner. Directly below the search button identify User or Instructor preference.

Step 2: The name you selected will appear in the lower left corner.

Step 3: Click on the Name icon in the left pane and contact information will appear in the right pane.

ADMINISTRATION
User Directory   Return to Administration   Last Name: curry   [Search]
                                                                                          ○ Users   ○ Instructors

To search for a user, enter all or part of a user's last name, then click **Search**. From the resulting list, click the information icon for details. *Note:* To add or remove yourself from the User Directory, select Update Profile from the Student Records menu and modify your profile accordingly.

1 record(s) found.

🌐 CURRY, JEAN D.

Name:	JEAN D. CURRY
Organization:	Virginia Employment Commission
Title:	Performance Consultant
Email:	jean.curry@vec.virginia.gov
Phone:	8043710781
Fax:	0
Address:	703 East Main Street Richmond, VA23219

Facilities

Facilities provides information on training facilities, including addresses, directions, maps, equipment, and contact information.
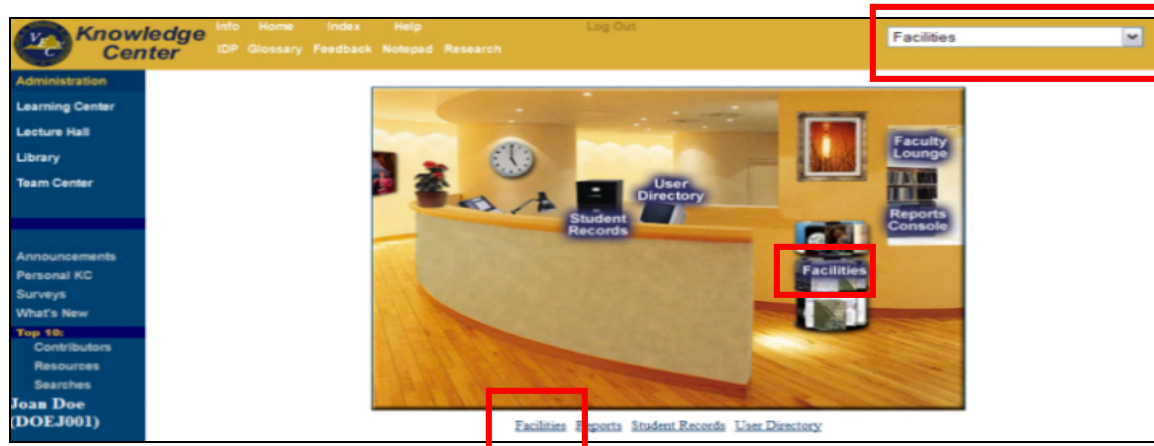
Step 1: Enter the name of the facility in the Keyword prompt **or** simply **click** on search and all available training locations will be identified.

Step 2: Click on the desired location and the pane to the right will show you all available information about the facility.
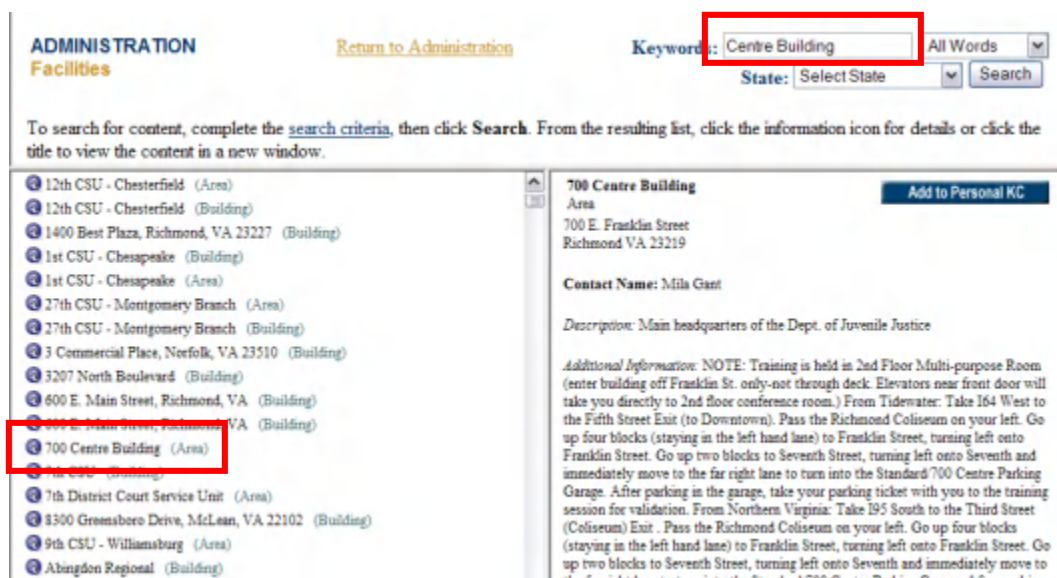
Reports Console

Reports offers the users the ability to perform queries on their training activity in areas as test performance, training progress, course content and survey statistics, and calendar reports.

Access to the Reports Console is permission driven, so that users will only be able to see the reports that are available through their designated permission groups.

Faculty Lounge

The Faculty Lounge requires special access and is the location where faculty members and content administrators manage courses, administer classroom course sections, review survey statistics, and manage site content.
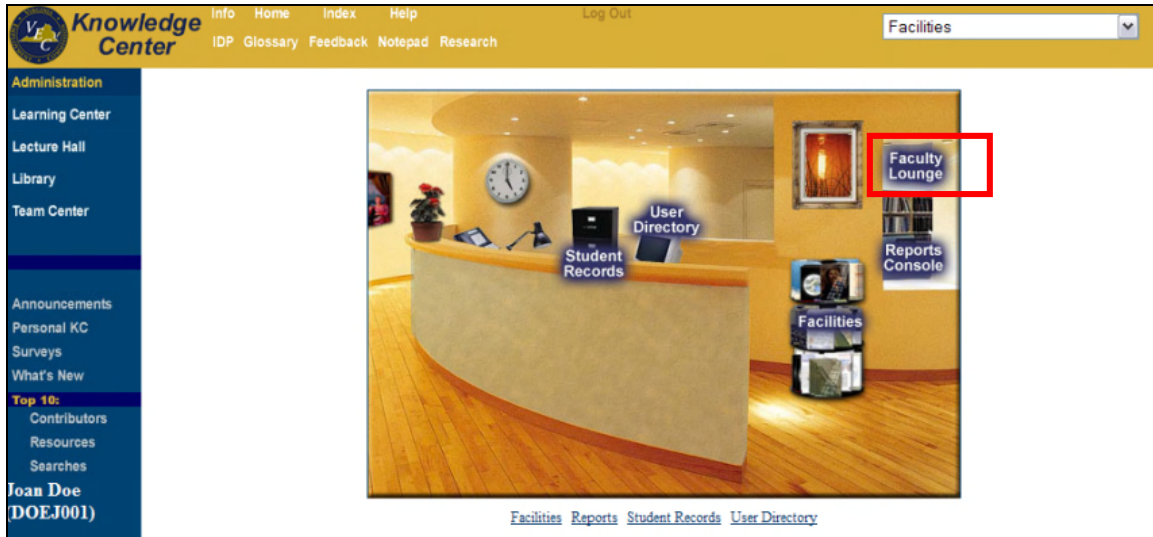
Learning Center

The **Learning Center** is the location for all available courses. It includes: courseware catalogue, schedule of currently available classroom sessions, student enrollment capabilities, access to online courses, and links to course notes and assignments.

Click: Learning Center (Choose 1 of the 3 navigation shortcuts).
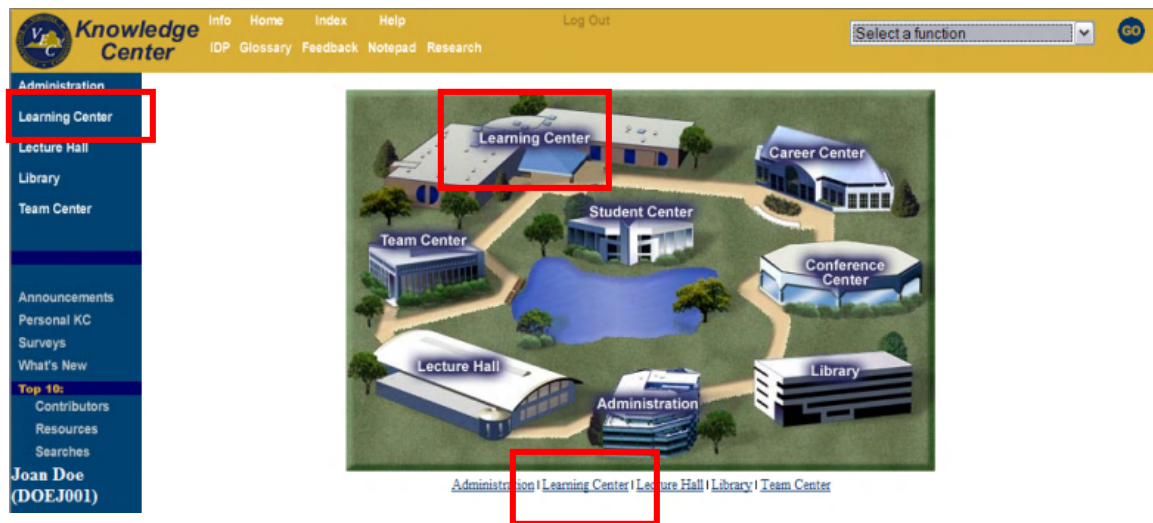
Course Information and Enrollment

Course Information and Enrollment is a searchable repository of all courses in the site. Both online and classroom courses are grouped into categories. Users see only those courses available to them, depending on their profile.

In addition to reading the course description and other key information, users can enroll in a section of a classroom course or launch an online course directly from the list. If a section is full, the user can select to be on the waitlist for that course. Should space become available, the user will automatically be enrolled and informed via email.

Click: Course Information & Enrollment (Choose 1 of the 3 navigation shortcuts).
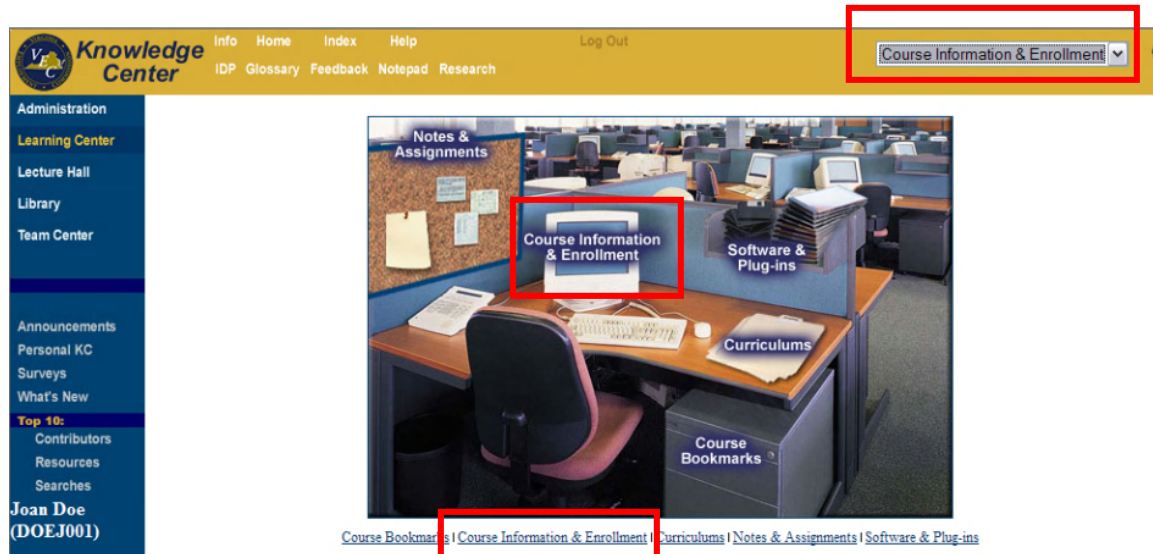
Classroom Course Enrollment

To enroll in a classroom course follow the steps below:

Step 1: Search for courses from this screen by topic, keywords or simply select All in the Topic area to see the entire course list.

Step 2: Search by ALL in the Topic Group.

Step 3: Select the course you are interested in from the alphabetical listing in the left pane. For demonstration purposes the Let's Talk – Handling the Difficult Performance Appraisal was selected.

Step 4: Select the circular icon to the left of any course name, a **description** appears on the right.

Step 5: Select the Enroll icon in the right pane.

Note: Most classroom courses must have supervisory approval unless the course is mandatory. Once enrolled an e-mail is automatically sent to your supervisor requesting approval. If approved, you will receive an e-mail allowing you to register for the course.

If the section you wish to enroll is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically enrolled and notified via email.

On-Line Course Enrollment

On-Line courses do not have an e-mail approval process. However, you should discuss your interest in taking an on-line course with your supervisor just as you would for a classroom course.

The **Virginia Terrorism Awareness course** is a state mandated on-line course that will be used for this demonstration. To access this course or any of the on-line courses:

Step 1: Select a topic from the drop down menu located in the upper right hand corner of the screen, and **click Search** or

Step 2: From the Keyword section in the upper right hand corner use a keyword such as Virginia and **click Search** or

Step 3: Simply **press Search** and the alphabetical course list will appear in the lower left pane.

Step 4: To **view** the description and general information regarding the course **click** on the button icon to the left of the course title and the description will appear in the right hand pane.

Browse/Take Course

Step 5: Click on the course title in the left pane to take or browse the course.

Step 6: To take or browse the course select the appropriate button or **click** on Return to Course Information and Enrollment to go back to the course listing.

If you only wish to browse the course please uncheck the Take for Credit button and the course will not appear in the Personal KC Transcript.

Virginia Terrorism Awareness

Description:
This basic awareness course is designed to orient state employees on the subject of terrorism, to provide basic prevention and self protection techniques, and to familiarize employees with their role and their agency's role in responding to an emergency.

Select the **Take Course** button to begin the course described above, or click **Return** to go back to the online course listing.

☑ Take course for credit

[Take Course]   [Browse Course]

Return to Course Information & Enrollment

Browse Course: This window will assist the user by identifying the sections of the course. When the section ICON is clicked a description of the section appears on the right. This information may include estimated time of section, etc.

Take Course: A course may be started at any time. Many courses are broken down into sessions to best accommodate the user for completion of the course over a longer period of time. As each section or course is completed it is recorded in the Personal Knowledge Center in the Student Transcript. To check the progress opens the Transcript section of the PERSONAL KC and click on the Detail section.
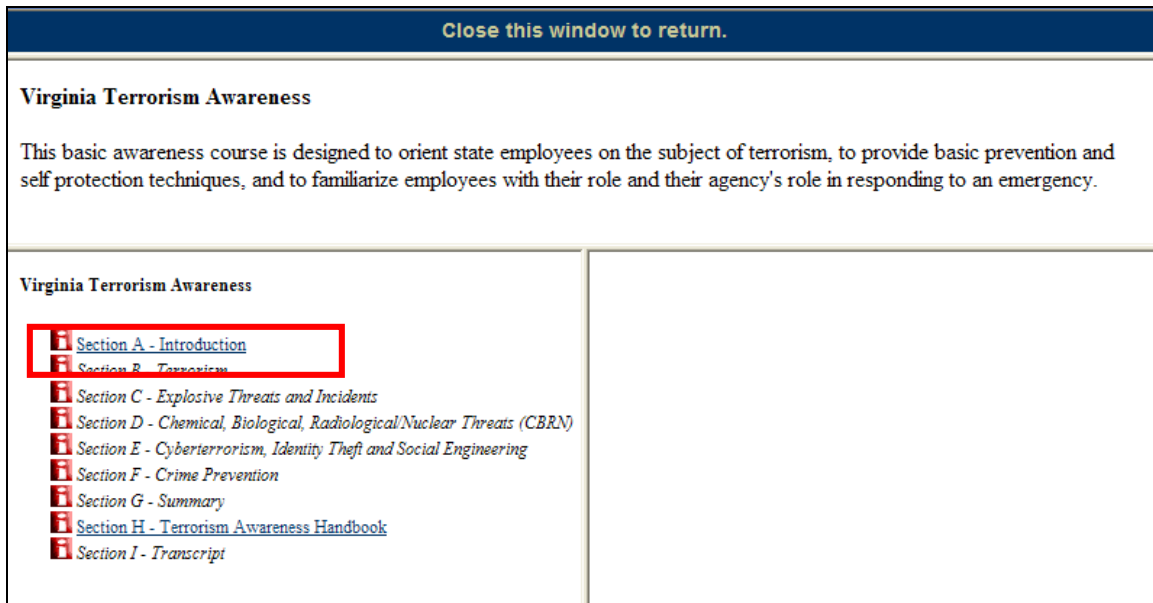
Step 7: Click on section button to the left and the description appears.

Step 8: Click on first title of the module and the course will begin. At the end of each module you will be prompted to click the Close button at the bottom of the course menu. This will bring you back to the table of contents (note that any completed module will have a check mark to the left of the title).

Exit Completed/Incomplete Course

Step 9: You may exit the course at any time and the system will automatically bookmark your progress. When you return to the course the system will return to where you left off. **The user may return to this course at any time after completion for a refresher.**

NOTE: ALWAYS exit the course through the course window. DO NOT use the Red X located at the top right of the desktop or your work will not register in the system and the course will show as incomplete.

Retrieve Certificate

Step 10: When the course is completed return to the Administration. Select Student Transcript, click on the certificate icon located in the course description. Follow the instructions on pages 27-29 to review and print.

Additional Areas In The Learning Center

Curriculums

A curriculum is a series of courses grouped together and presented to you as a single entity. It can be either linear (forced order) or non-linear (recommended order). A linear progression means that you must take the courses in the prescribed order and you cannot access the next course until you have completed the previous course. A non-linear curriculum presents the courses in a recommended order, but you can take them in any order and simultaneously. When you have completed all courses in a curriculum, you are given credit for that curriculum.

Notes & Assignments

This link provides information posted by the instructor for classroom courses. It includes scheduling information, assignments, additional references and resources, and instructor notes. Links to course surveys, once available, are also found here.

Software & Plug-Ins

Software and Plug-in contains information and links to browser enhancing software that enables multi-media elements and other high-end functions to play on your computer. While the functionality in this site does not require any special software, some content may.

Course Bookmarks

Course Bookmarks is a central location where a user can access bookmarks they have created for all learning object courses. While in a

learning object course, a user can tag a particular page and enter a name and description to be saved with that page. Bookmarks for a specific course are also available from the Lesson menu and from the course toolbar.

Library

The **Library** is the location for references, research materials, and links to information and learning resources. It also includes frequently asked questions and policy information.

Click: Library (Choose 1 of the 3 navigation shortcuts).
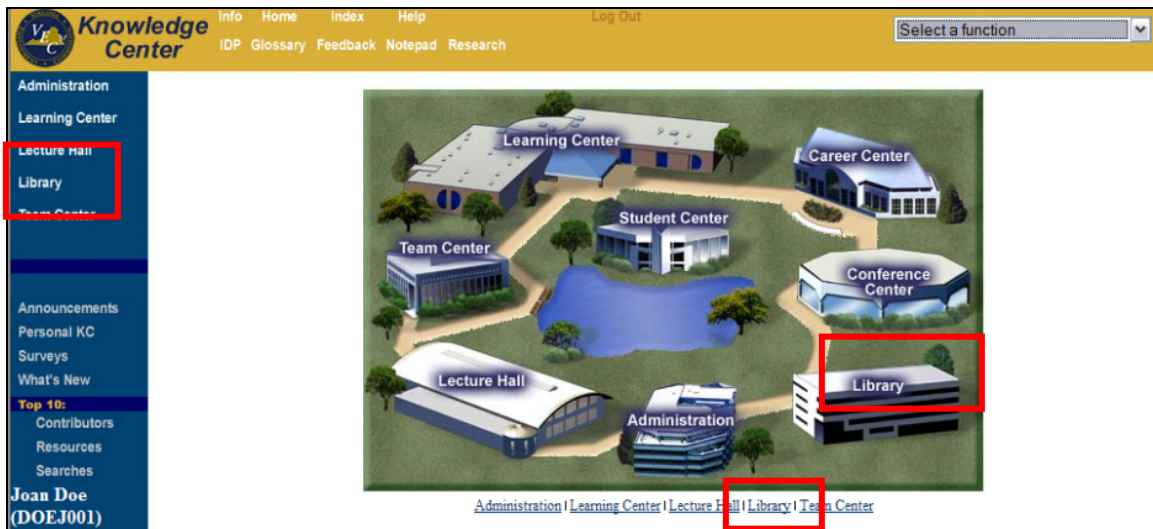
FAQs

Frequently Asked Questions (FAQs) is a compilation of common industry issues in the form of questions and responses. Questions may have multiple answers from different sources.

Periodicals

Periodicals are online magazines, newsletters, and newspapers. Information includes a summary and a link to the site.

Quick Sites

Quick Sites are shortcuts to key industry sites. Information includes a summary and a link to the site. There is also a link to submit a critique of any listed site.

Resources

Resources are pre-selected sources for online research. They are grouped by category and have summary information and a link to the web site.

Regulations & Policies

Regulations and Policies are industry-specific standards and guidelines. They are listed alphabetically with a description, source, author, and a link to the online document.

References

References are industry-specific files of various media that include articles, surveys, reports, etc. References are organized by topics, and include source, file type, and media type information and a link to the site. References can also be linked to learning object courses and accessed from the course.

To access **References** complete the following steps:

Step 1: To **search** for content, complete the search criteria located in the upper right hand corner of the screen and **click Search**.

Step 2: From the resulting list, **click** the information icon for details or

Step 3: **Click** the title to open the reference or

Step 4: **Click** the button icon to the left of the title to view the description of the reference.

Team Center

The **Team Center** is a collaborative building where Team Rooms are managed and accessed by site users. In Team Rooms, users can share documents other resources, communicate via a BBS and chat room, and schedule group events on a shared calendar.

Team Rooms are collaborative areas for groups of people. A Team Room can be public (all can attend and contribute), moderated (all can attend, selected users can contribute), or private (selected users can attend and contribute). In a team room, there is a team calendar, a BBS, a chat room, and links to contributed content.

Team Room Management is where Team Rooms are created and Team Room Owners can manage and maintain the rooms that they have created, including access and membership and the room description and logo.

Click: Open Team Center
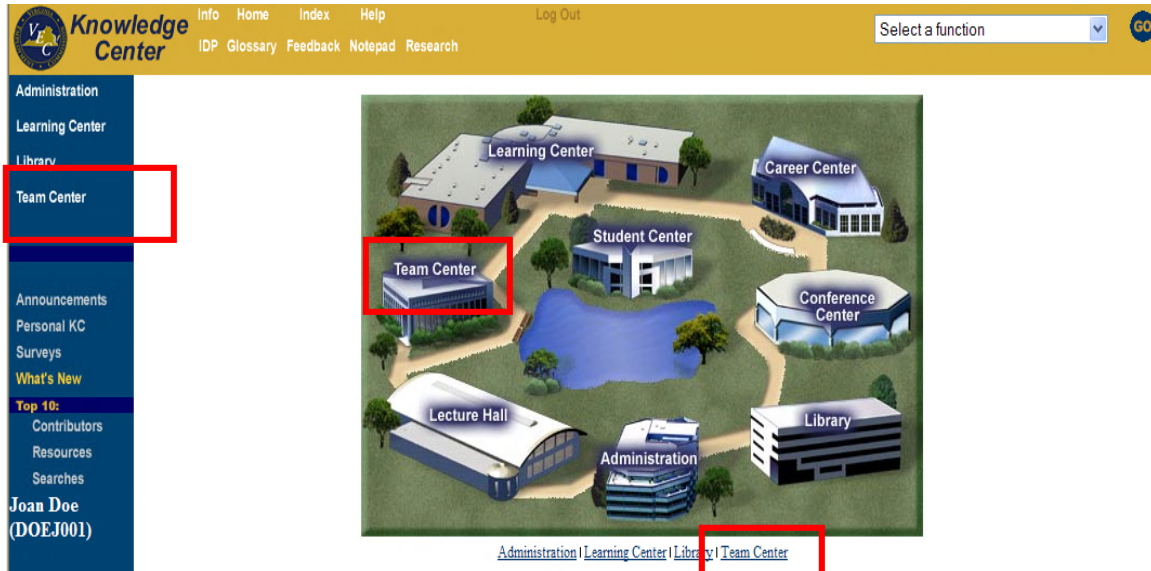
Team Room Management

From the Team Room Management screen you can create a new team room or make changes to an existing team room.

You can add or remove team owners, contributors, and members.
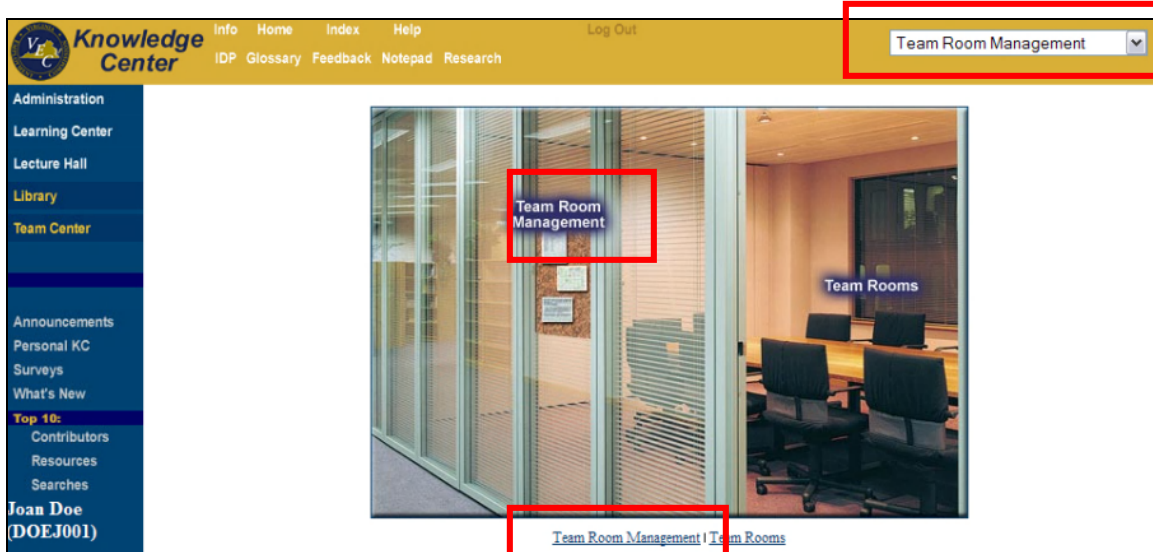
Click the Administer link. To close an existing team room, check the box next to the appropriate team room, and then click Close Team Rooms. To open an existing team room, check the box next to the appropriate team room, then

From the **Team Room Management** screen you can create a new team room or make changes to an existing team room. To create a Team Room follow the directions as noted on the screen.

You can also add or remove team owners, contributors, and members.
Click the Administer link.

To close an existing team room, check the box next to the appropriate team room, and then **click Close Team Rooms** at the bottom of the alphabetical listing.

To open an existing team room, check the box next to the appropriate team room, then Click

Team Room

The **Team Room** houses content shared by all members attached to the Team Room. Documents, Presentations, Web Sites, and Linked Content (such as on-line courses or handbooks) can be made available to room members. In addition, users can communicate via BBS and a chat room. Group events can also be scheduled on a shared calendar.
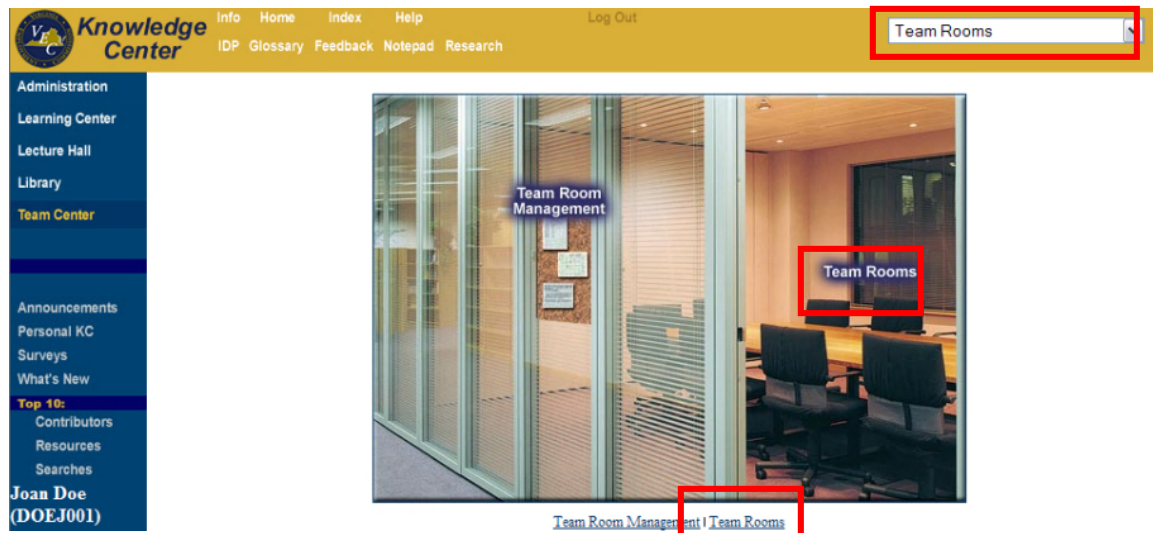
Step 1: Click Team Rooms.
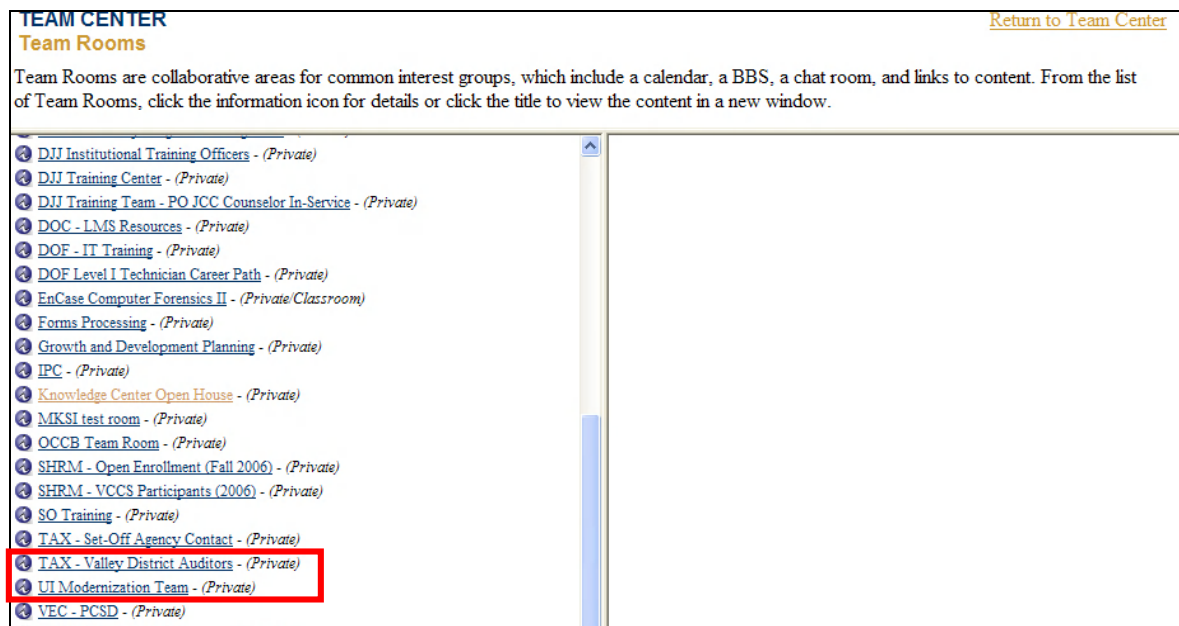
Step 2: Click on the Team Room title. We have chosen UI Modernization Team as the example. In addition, if you click on the

button located on the left side of the team room title a description of the room appears in the right hand pane.

Step 3: Click Content - Options category.

From this screen the user has access not only to the content but, if available, has access to the team room calendar, bulletin board, chat line, and e-mail capabilities.
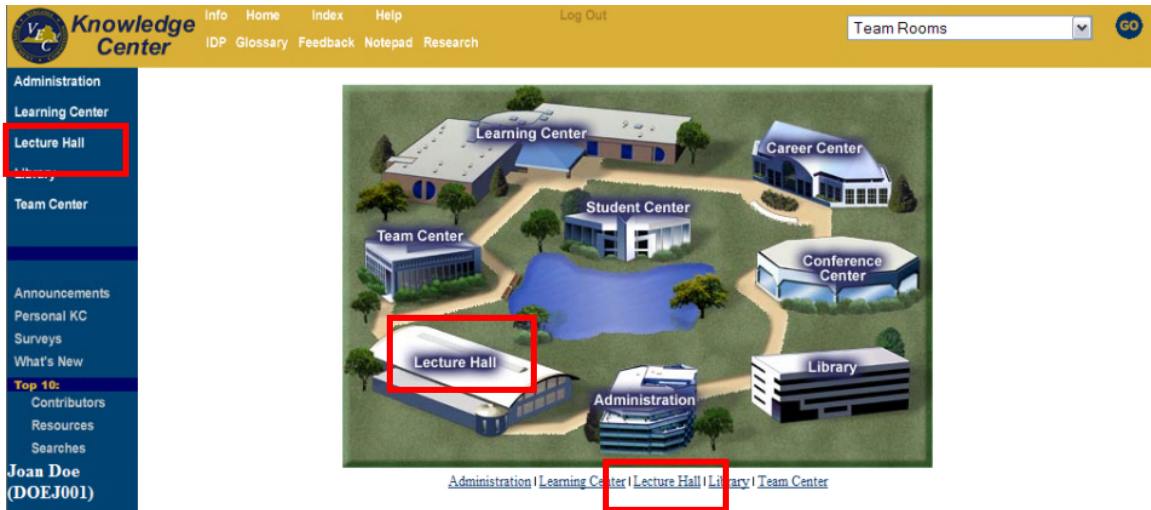
Step 4: Click the information button located on the left side of the title for content information or

Step 5: Click the underlined title to open the file.

The Content area allows the user to add document, presentations, web sites and linked content.

Lecture Hall

Audio & Video Presentations

Audio & Video Presentations are live and/or archived audio and video materials. These materials may require a plug-in or special software to run. Check Software and Plug-ins in the Learning Center for the most commonly used ones.

Audio & Video Presentations

Step 1: Click Audio & Video Presentations. All content will appear in the left pane.


Step 2: Click the information button located on the left side of the title for content information or

Step 3: Click the underlined title to open the file. It may take several minutes for the video to open so please be patient.

Collaborative Areas

Collaborative Areas provide peer to peer and instructor to student interaction. Through the use of chat rooms, users can communicate with others in real time.

Additional Campus Locations
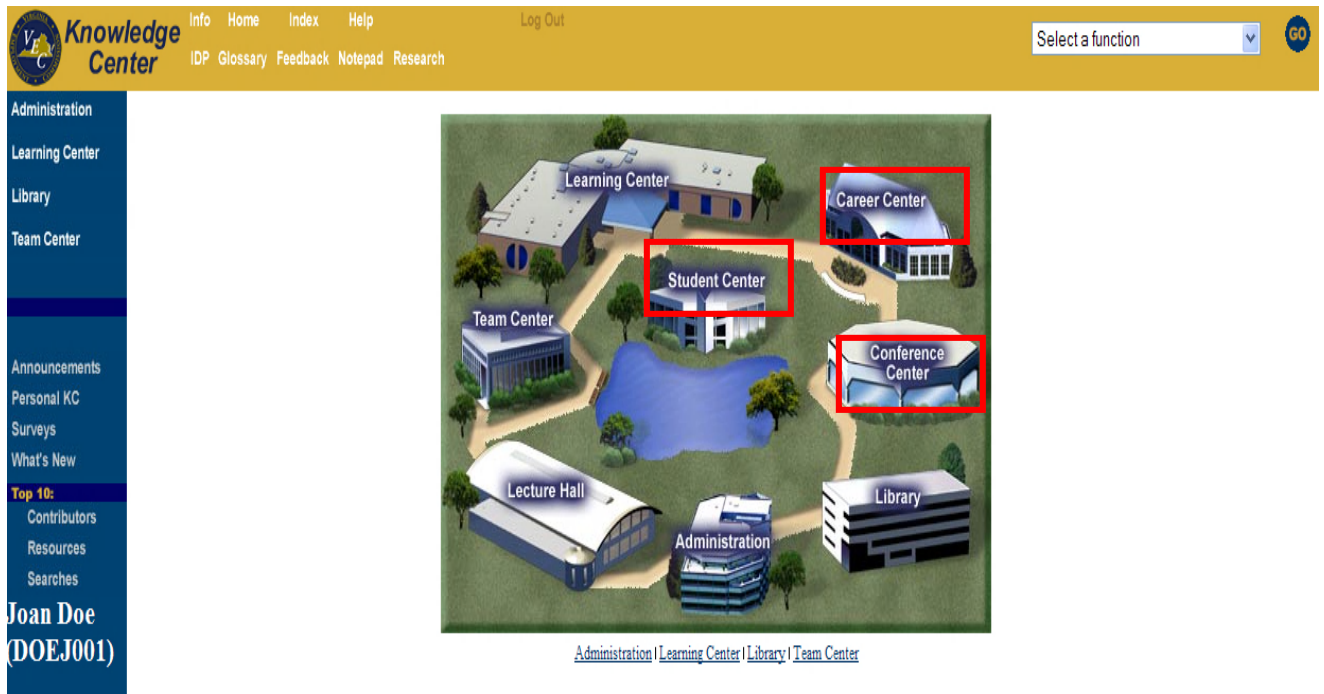
These campus buildings will be developed as needed:

Student Lounge

Conference Center

Career Center

For More Information...

For more information about the Knowledge Center please contact:
lmsadmin@vec.virginia.gov